



Newcastle University Sailing and Yachting Club Club Constitution

Last Revised: 09/09/19

Purpose of this document:

- * To assist future Committees in the production of a Constitution that outlines their duties, responsibilities and guidance's which members are expected to abide by.
- * To provide the Athletic Union with details about the Sailing & Yachting Club.

Contents:

1. Name of the Club
2. Aims and Objectives of the Club
3. Membership of the Club
4. Management of the Club
5. Club Subscriptions and Finance
6. Club Officials
7. Duties of Committee Members
8. Duties of Flag Officers
9. Rules of the Club
10. Amendments to the Club Constitution
11. Declaration

1.0 Name of the Club

1.1 The Club's name shall be the Newcastle University Sailing & Yachting Club. It will be referred to henceforth as the 'Club'.

1.2 Those chosen to collectively represent the 'Club', shall be referred to as the 'Committee'.

2.0 Aims and Objectives of the Club

2.1 The aims and objectives of the Club are to promote the interests of sailing amongst members of the Club.

2.2 To provide an opportunity for members of the Club to meet and participate in sailing activities together.

2.3 To act on behalf of and in the interests of the Club members.

2.4 To assist in the safe education and introduction of students to sailing through the use of courses and experienced members.

2.5 To integrate further with the outside Club with which we are affiliated to encourage beginners and increased team racing training.

3.0 Membership of the Club

3.1 Membership of the Club will be open to all members of the Union of Newcastle upon Tyne University in accordance with the Union Constitution.

3.2 Membership of the Club, in addition to point 3.1, will be open to individuals who recognise the potential dangers of sailing. Members shall be aware of these risks and agree to be responsible for their own actions.

3.3 Club membership is not open to minors.

3.4 Membership may be obtained to the Club in semester 2 for a fee lower of that than the fee in semester 1

4.0 Management of the Club

4.1 Management of the Club will be entrusted to the Club Committee (see point 6.0).

5.0 Club Subscriptions and Finance

5.1 An annual membership fee is required from all Club members. The Committee, who are also responsible for its collection, determines this fee.

5.2 Student Union members shall receive no payment from the Club, except in legitimate expenses incurred in connection with the Club business.

5.3 A financial summary will be circulated to Club members each semester, with a full break down provided at the Annual General Meeting each year.

5.4 At least 5% of the Club's income will be saved each year to be allocated for future assets of the Club.

5.5 The Club reserves the right to accept donations.

5.6 A donation received from a past member of the Club shall be allow the person to be referred to as an 'Alumni Supporter'. The Committee reserves the right to offer Alumni Supporters benefits and privileges.

5.7 Alumni Supporters shall not be members of the Club and shall not have any rights or obligations of any kind in relation to the Club.

6.0 Club Officials

6.1 An Executive Committee will conduct the Club's administration. This will not operate in an autonomous manner but will satisfy all Club members.

6.2 The democratically elected Committee will consist of:

- * President
- * Secretary
- * Treasurer
- * Welfare Officer
- * Social Secretary (2 positions)
- * Race Captain
- * Team Racing Captain
- * Yachting Captain
- * Social Sailing Captain (2 positions)
- * Vice President/Events coordinator/Bosun

6.3 In addition to the Committee, a team of democratically elected Flag Officers will assist in the running of the Club and shall consist of, but not be limited to:

- * Sustainability Officer
- * Social Media Officer
- * Bosun

6.4 All of the Committee and Flag Officers shall be full time members of the University of Newcastle upon Tyne Union of Students.

6.5 Each Committee and the Flag Officers shall serve one complete academic year.

7.0 Duties of the Committee Members

7.1 The Club President is responsible for:

- * Ensuring that all Club members read and understand the Safety Policy. They must also sign to acknowledge this.
- * Ensuring that Club policies are adhered to.
- * Ensuring the Club Committee contains Officers named in 6.2 and Flag Officers in 6.3.
- * Ensuring affiliation to the relevant national governing body.
- * Any other duties as agreed by the Committee.

7.2 The Club Secretary is responsible for:

- * Administration of the Club and Club's insurance policies.
- * Providing a full and detailed list of Club Members to the AU Officer.
- * Providing secretarial support to the Club Committee and issuing the minutes of meetings to Club members.
- * Obtaining sponsorship for the club.
- * Co-ordinating all kit offered by the Club.
- * Any other duties as agreed by the Committee.

7.3 The Treasurer is responsible for:

- * Administering the Club's finances.
- * Providing a financial summary each semester.
- * Producing the Club's annual budget which will be presented at the Annual General Meeting each year.
- * Producing contracts where necessary to protect Club funds.
- * Any other duties as agreed by the Committee.

7.4 The Welfare Officer is responsible for:

- * Making sure that the membership understands the Clubs code of conduct and the consequences if this code expected of all members is not followed.
- * Any other duties as agreed by the Committee.

7.5 The Social Secretaries are responsible for:

- * Overall organisation of all social events.
- * Any other duties as agreed by the Committee.

7.6 The Race Captain is responsible for:

- * Assisting the Team Racing Captain and the Yachting Captain with the team selections.
- * Regularly overseeing sailing sessions and report on safety aspects.
- * Offering an anonymous voice for feedback to those taking part in these sailing sessions on aspects, including but not limited to safety, quality of teaching and overall enjoyment.
- * Liaising with the Activities Union regarding entries to BUCS/BUSA events.
- * Working with the Team Racing Captain and Yacht Racing Captain with all other event entries.
- * Any other duties as agreed by the Committee.

7.7 The Team Racing Captain is responsible for:

- * Organising any pre-season training.
- * Organising team trials at the start of the academic year.
- * Coordinating with the Race Captain to organise the fleet racing members of the Club at the BUCS fleet racing Championships.
- * Selecting adequate teams alongside the Race Captain for representation of the Club on a national level.
- * Working alongside the Race Captain to enter dinghy teams into events.
- * Any other duties as agreed by the Committee.

7.8 The Yachting Captain is responsible for:

- * Organising trials and selecting teams with the Race Captain for BUCS Match Racing and BUCS Yachting.
- * Maintenance of the yacht kept at Royal Northumberland Yacht Club.
- * Working alongside the Race Captain to enter yachting teams into events.
- * Any other duties as agreed by the Committee.

7.9 The Social Sailing Captains are responsible for:

- * Organising Social Sailing at Derwent Reservoir Sailing Club each week.
- * Ensuring adequate safety cover is provided at Social Sailing.
- * Ensuring members sailing are adequately supervised and given suitable tuition.
- * Any other duties as agreed by the Committee.

8.0 Duties of the Flag Officers

8.1 Duties of the Sustainability officer

- * Take an active role in ensuring that the Club operates in a sustainable manner.
- * Any other duties as agreed by the Committee.

8.2 Social Media Officer

- * Post Regularly on the Clubs Instagram page.
- * Administering the Club's website.
- * Run and maintain Club Facebook page, Twitter account and website.
- * Write and send articles to The Courier.
- * Any other duties as agreed by the Committee.

8.3 Bosun

- * Administrating and co-ordinating proper maintenance of the Club's fleet of boats.
- * Keeping the online maintenance document updated.
- * Ordering new parts and filing insurance claims related to the Club's fleet.
- * Any other duties as agreed by the Committee.

9.0 Rules of the Club

9.1 The Committee shall have the power to set Club rules, in accordance with the Club Constitution.

9.2 Votes cast to elect the new Committee at the Annual General Meeting shall be conducted by way of a closed vote.

9.3 Votes cast at a Committee meeting shall be either open or closed, at the discretion of the Senior Committee.

10.0 Amendments to the Club Constitution

10.1 The Constitution may be amended by a two-thirds majority of members present at the Annual General Meeting.

10.2 Notice of any amendment must be delivered to the Secretary and announced at the next Annual General Meeting.

2018/2019 Committee Members

11.0 Declaration (All officers must sign)

11.1 As a Club Official I agreed to abide by and enforce the rules of the Constitution and policies as set out in the Safety Policy Documents.

President – George Haynes.....

Secretary – Jenny Graham.....

Treasurer – Kieran Graham.....

Welfare Officer – Georgie McKenzie.....

Race Captain – Josh Dawson.....

Team Racing Captain – Grace Summers.....

Yachting Captain – Will Hawkins.....

Social Sailing Captain – Tom Thirkettle.....

Social Sailing Captain – TBC.....

Social Secretary – Katie O’Farrell.....

Social Secretary – Harry Palmer.....

Sustainability Officer – Simon Gadsby.....

Social Media Officer – Lea Udrescu.....

Bosun – Steven Wilson.....